

Retention and Classification Report

Agency: Ogden (Utah). Mayor (723)

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Records Officer

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AGENCY: Ogden (Utah). Mayor

SERIES: 5666

3

TITLE: Bid proposals

DATES: 1904-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are proposals submitted by private vendors in response to bid requests by the municipality. They are used to make decisions on purchasing equipment or adopting new systems. The proposals usually include the name, address, and telephone number of the company submitting the proposal; the proposal; advantages over other similar equipment or programs; costs; and estimates of conversion costs and time.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 9.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after decision made on bid recipient and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Ogden (Utah). Mayor

SERIES: 5666

TITLE: Bid proposals

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Mayor

SERIES: 5673

3

TITLE: Budget documents

DATES: 1963-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These files document the adoption of the city's annual budget. Includes recommended budget, tape recordings of public hearings associated with finalizing budget, and all related correspondence. Files may also contain budget amendments and any other actions affecting budget.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 1.

AUTHORIZED: 11/24/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Mayor

SERIES: 5659

3

TITLE: Budget proposals

DATES: 1952-

ARRANGEMENT:

DESCRIPTION:

The city manager, in conformity with provisions of the city charter, presents to the mayor and city council the annual budget. The duty of the city manager in preparing the budget is to give as clear and precise a picture as possible of the city's physical and financial needs. Included are the letter of transmittal, city manager's budget message, general summaries of revenues and expenditures, and separate sections for each division within city government.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Mayor

SERIES: 5685

3

TITLE: Correspondence

DATES: 1891-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Incoming and outgoing mail relating to city Administrative functions and matters.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 05/20/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1897 through 1935. Retain in State Archives permanently with authority to weed.

Microfilm master: For records beginning in 1891 through 1972. Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Ogden (Utah). Mayor

SERIES: 5685

TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Mayor

SERIES: 5655

3

TITLE: Election records

DATES: 1925-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These include all other records and forms (excluding ballots, canvasses, and returns) required in municipal elections (UCA 20A-4-202 (1997)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 14.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 22 months and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Mayor

SERIES: 5696

3

TITLE: General ledgers

DATES: 1904-1954

ARRANGEMENT: chronological

DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 10 years and then destroy.

APPRAISAL:

AGENCY: Ogden (Utah). Mayor

SERIES: 5683

3

TITLE: License applications

DATES: 1960-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION:

Retain 4 years after license renewal.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 6, Item 2.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after final renewal of license and then destroy.

APPRAISAL:

AGENCY: Ogden (Utah). Mayor

SERIES: 5683

TITLE: License applications

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(f) (2008)

AGENCY: Ogden (Utah). Mayor

SERIES: 5738

3

TITLE: Motorcycle license register

DATES: 1911-1915

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Known Holdings: Motorcycle index, 1911-1915.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Mayor

SERIES: 20282

3

TITLE: Municipal meetings audio cassette recordings

DATES: 1977-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the tape recordings of the proceedings of regularly scheduled, special and emergency municipal meetings. They are only used in the preparation of the official minutes and as a backup if an issue is unclear . UCA 52-4-7 requires that "written minutes shall be kept of all open meetings" and that they "shall be available within a reasonable time after the meeting." UCA 52-4-7.5(2)(a) (1997) requires that "if a public body closes a meeting . . . for any other purpose than to discuss the deployment of security personnel, devices, or systems, the public body shall either tape record the closed portion of the meeting or keep detailed written minutes that disclose the content of the closed portions of the meeting."

RETENTION:

Retain 3 year after minutes approved.

DISPOSITION:

Destroy provided resolution of litigation.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 65.

AUTHORIZED: 05/20/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after approval of official minutes and then destroy provided resolution of any related litigation..

AGENCY: Ogden (Utah). Mayor

SERIES: 20282

TITLE: Municipal meetings audio cassette recordings

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public UCA 63G-2-301(1)(e) (2008)

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(32) (2008); UCA 52-4-7.5(2) (2008)

AGENCY: Ogden (Utah). Mayor

SERIES: 5670

3

TITLE: Plan records for local government improvements

DATES: 1950-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These are research based reports completed in-house or by outside consultants on specific planning problems or conditions. They may be adopted as an amendment to the master plan. These reports provide needed information on specific issues (including housing needs, transportation, and geologic concerns). These reports may include recommendations and may be an extension of the master plan.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 11.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Ogden (Utah). Mayor

SERIES: 5670

TITLE: Plan records for local government improvements

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Mayor

SERIES: 11759

3

TITLE: Proofs of publication

DATES: 1912-1929

ARRANGEMENT: chronological

DESCRIPTION:

These scrapbooks contain newspaper clippings of city ordinances, tax delinquencies, notices to contractors, etc. that the city was required to publish and prove they had published. Holdings: 1912-1918; 1924-1928; 1927-1929.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 01/28/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

Administrative

The series document the publication of notices. As newspaper clippings, the series has no historical value. This information is readily available elsewhere, namely in the period newspapers, in this case the Ogden Standard Examiner.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Mayor

SERIES: 5788

3

TITLE: Requisitions registers

DATES: 1906-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These files contain requisitions for supplies and equipment for current inventory.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 10, Item 8.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

Historical

This disposition is based on the legal and historical value of registers which function as a chronological list of papers filed and fees paid relative to individual actions.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Mayor

SERIES: 5748

3

TITLE: Sewer connections registers

DATES: 1919-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

Notices/orders from the sanitary inspector to make connections with the public sewer as per section 464, Revised Ordinances of the City of Ogden.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 22, Item 8.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the legal and historical value of registers which function as a chronological list of papers filed and fees paid relative to individual actions.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305(11) (2008)

AGENCY: Ogden (Utah). Mayor

SERIES: 11943

3

TITLE: Special service district locations indexes

DATES: undated

ARRANGEMENT: Numerical by index number.

DESCRIPTION:

Numerical indexes to special service districts (water, curb and gutter, etc.) in Ogden. Book 1 includes blocks 1-80, book 2 covers blocks 1-72.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

The index has administrative and historic value and facilitates clerical management of and access to files. The permanent disposition of files is based on their historical, administrative, and legal value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Mayor

SERIES: 5759

3

TITLE: Visitor register

DATES: 1962-

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

These are a chronological record of the activities of the municipality or individual municipal departments. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to city activities and actions and reactions of the municipality's citizens.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 1, Item 4.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

This disposition is based on the legal and historical value of registers which function as a chronological list of papers filed and fees paid relative to individual actions.

PRIMARY CLASSIFICATION:

Public